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Brooklyn Public Library -
Apprentice Classes -



PACIFIC BRANCH LIBRARY.

BROOKLYN PUBLIC LIBRARY

Circular of Information

concerning the

Apprentice Class

BROOKLYN - NEW YORK

1907.



BRANCHES

ADMINISTRATION DEPARTMENT.....26 Brevoort Place
ALBANY HEIGHTS BRANCH..... 234 Albany Ave.
ASTRAL BRANCH Franklin and India Sts.
BAY RIDGE BRANCHSecond Ave. and 73rd St.
BEDFORD BRANCH..... Franklin Ave., opposite Hancock St.
BROWNSVILLE BRANCH..... Pitkin Ave. and Watkins St.
BUSHWICK BRANCH.....Bushwick Ave. and Seigel St.
CARROLL PARK BRANCH..... Clinton and Union Sts.
CITY PARK BRANCH.....186 Bridge St.
DEKALB BRANCH..... DeKalb and Bushwick Aves.
DEPARTMENT OF TRAVELING LIBRARIES... 197 Montague St.
EAST BRANCH, Arlington Ave. bet. Warwick and Ashford Sts.
FLATBUSH BRANCH.....Linden Ave. near Flatbush
FORT HAMILTON BRANCH.....Fourth Ave. and 95th St.
GREENPOINT BRANCH Norman Ave. and Leonard St.
LIBRARY FOR THE BLIND..... Fourth Ave. and Pacific St.
MACON BRANCH.....Lewis Ave. and Macon St.
MONTAGUE BRANCH.....197 Montague St.
NEW UTRECHT BRANCH.....Bath Ave. and Bay 17th St.
PACIFIC BRANCH.....Fourth Ave. and Pacific St.
PROSPECT BRANCH.....Sixth Ave. corner Ninth St.
RIDGEWOOD BRANCH.....496 Knickerbocker Ave.
SARATOGA BRANCH.....1031-1035 Putnam Ave.
SCHERMERHORN STREET BRANCH..... 67-69 Schermerhorn St.
SHEEPSHEAD BAY BRANCH.....1657 Shore Road
SOUTH BRANCH..... Fourth Ave. and 51st St.
TOMPKINS PARK BRANCH.....Tompkins Park
WILLIAMSBURGH BRANCH.....Rodney St. and Division Ave.
WINTHROP STATION..... 23 Monitor St.

INSTRUCTORS

FRANK P. HILL, *Chief Librarian*

MARY E. MATHEWS, *Department of Branches and Apprentices*
In charge of the class and Instructor in Library Economy

THERESA HITCHLER, *Sup't of Cataloguing Department*
Instructor in Classification, Cataloguing, etc.

EMMA V. BALDWIN, *Librarian's Secretary*
Instructor in Technical Reading

CLARA W. HUNT, *Sup't of Children's Department*
Instructor in Work of the Children's Department

FRANK K. WALTER, *Assistant in Reference Department*
Instructor in Reference Work

GRACE L. DONAGHY, *Branch Librarian, Flatbush Branch*
Instructor in Book Mending

MARY CASAMAJOR, *Branch Librarian, Prospect Branch*
Instructor in Book Binding

LECTURERS

Lectures are given by the Chief Librarian, Assistant Librarian, Reference Librarian and others of the Administration Department.

Besides these lectures, the class is visited from time to time by a number of the Branch Librarians, who talk informally on a variety of Branch problems.



APPRENTICE CLASS ROOM.

APPRENTICE CLASS
BROOKLYN PUBLIC LIBRARY

OBJECT. While the purpose of the training class is to instruct the candidates in the methods of the Library and prepare them for entrance to the third grade service, effort is made to give the class a general idea of the nature and scope of library work.

ADMISSION REQUIREMENTS. Twice a year, in September and February, if it is necessary to meet the needs of the Library, examinations for entrance to the Apprentice Class are held. The class is then organized from those who successfully pass the admission requirements. Theoretical instruction is given the candidates for a period of three weeks before they take up the six months of practical work in the Branches and Departments of the Library.

Upon request, each applicant is furnished with a blank, which must be filled and returned.

Candidates for the Apprentice Class must be not less than eighteen nor more than thirty-five years of age, and must be in good physical condition. They must have had the equivalent of a High School education; and must possess personal qualifications satisfactory to the Chief Librarian and to the Administration Committee.

Candidates meeting the above requirements will be given a competitive entrance examination. It will include literature; history, both general and current, and general information concerning the sciences and arts. Those who obtain a mark of 75 per cent. or more in each subject will be admitted to the Apprentice Class.

EXAMINATIONS. Besides the entrance examination for admission to the Apprentice Class, candidates are examined at the close of their apprenticeship on the various subjects of class study. The names of those who qualify in the written tests and receive a satisfactory rating on practical work, are placed on the eligible list of the third grade service, from which appointments are made as vacancies occur on the Library staff, at \$40 a month.

HOURS. Apprentices conform to the working schedule of the regular staff.

Each assistant of the Library works 42 hours per week, not including meal time, the hours to be arranged to meet the requirements of the particular department of the Library to which he or she may be assigned. The hours of each assistant may be planned so that he or she can have one-half day off each week, but no one shall work more than eight and a half or less than three hours in any one day.

Each branch librarian, children's librarian and assistant in branch work is on duty at least two evenings a week.

The hours for Sunday work (2-6 P. M.) are not to be included as part of the forty-two hours required of each assistant per week. Sunday work will be paid for as extra work at the rate of \$1.50 per Sunday, and this work need not be done by the regular assistants at a branch if substitutes can be obtained.

Each assistant on the regular force is usually given an annual vacation of one month. Except in special cases, regular assistants will not be given a vacation until they have been in the Library service six months.

TUITION. No tuition is charged, the six months' practice work being considered an equivalent for the instruction given.

EQUIPMENT. The Training Class at present occupies the auditorium of the Pacific Branch Library, which is furnished with convenient desks and is a well lighted, commodious study room.

COURSE OF STUDY

ELEMENTARY LIBRARY ECONOMY. The Library uses the "Rules for the Guidance of the Staff" as a text book for the study of the detailed methods of the Branch system.

The class is furnished with duplicates of the forms and blanks which are in common use in the Branches. These forms are taken up in turn, by the instructor, and thoroughly discussed. After the apprentice has filled in these blanks, they are filed with the notes on the subject for future reference. The apprentice is in this way able to take up the practical training at the Branch at the expiration of a month, being somewhat familiar with the clerical processes connected with the general desk routine.

CATALOGUING. Lectures on the various kinds of catalogues are given, with special reference to the Dictionary Card Catalogue used in each branch of the Library.

Talks on how to use this catalogue to the best advantage, with practical problems to be solved, and as much actual cataloguing as possible, are included in the course of instruction.

The three important official book records, the Accession Book, the Shelf List and the Catalogue, are taken up with each Apprentice Class, and their value and uses studied and discussed.

CLASSIFICATION. Lectures on the system of classification used in the Brooklyn Public Library are given to each Apprentice Class, that they may become familiar with the position of the books on the shelves, and the subject matter contained therein and be able to intelligently direct and assist the reader to works on any subject.

Each apprentice during the course is required to classify about 375 familiar books, by title, and the results are discussed and explained in class for the benefit of all.

REFERENCE COURSE. The aim of this course is to familiarize the students with the general works of reference, to emphasize the necessity of a broad foundation of general information, to develop intelligence in research, and particularly the ability to answer simple questions accurately and promptly.

Because of the necessarily limited number of reference books in the Branch collections, special attention is given to encyclopædias, dictionaries, almanacs, and concise reference manuals.

The purpose is accomplished by class instruction and recitation and by independent practical work. Lectures on different phases of reference work are given by the Reference Librarian and several of the assistants. A selection of the actual questions asked in the Reference Department are discussed and assigned for individual research.

WORK WITH CHILDREN. The work with young people holds so important a place in the modern library that every member of the staff needs to be familiar with the aims and methods of the Children's Department. A course of at least ten lectures is therefore planned for each Apprentice Class. These lectures discuss chiefly the principles of book selection for the children's rooms, but the story hour and club work, the training for children's librarianship, the personal relations of the staff with children, the needs of particular localities, etc., are also taken up.

TECHNICAL READING. Since the apprentice's time must be devoted almost entirely to a study of library methods as adopted by this particular library, this course is designed to widen her knowledge of library work by

required reading of technical literature. The course includes a study of the history of libraries, the organization and expansion of the various departments of the work, and a consideration of the problems which have been solved or still await solution.

The object in thus briefly surveying the field of library literature is to make it possible for the apprentice to read intelligently the current library periodicals and to derive the greatest possible benefit from attendance upon conventions and visits to other libraries.

Each assistant is required to write a thesis upon some phase of the work.

**BOOK
MENDING
AND
BOOK
BINDING.**

This course is conducted by two of the Branch Librarians.

The general principles of book mending are outlined, and each apprentice given practical work.

Attention is given to the history of book binding, materials used and relative costs of binding, etc.

Apprentices become familiar with the various processes by the inspection of actual work in an important bindery and in visiting one at least of the New York publishing houses.

**LIBRARY
HAND
WRITING.**

To secure the highest degree of legibility in the library records, regular instruction is given in library hand writing, as to spacing, uniformity and position. All the written work

of the course is submitted in this vertical writing. As the library hand writing is used in most of the Branch records, it is of advantage for the apprentice applicant to have some proficiency in it before entering the class. Specimen cards, giving both the joined and disjoined hand, will be furnished on application.

NOTE-TAKING. The notes of the members of the class are scanned occasionally and criticised with the aim of developing in each apprentice the power of quick perception of essentials, and the concise statement and orderly arrangement of all lecture material.

PRACTICAL WORK. The Brooklyn Public Library offers exceptional opportunity for library experience. The twenty-five or more branches which present the various phases of the city life, serve as laboratories for practical training and supplement the theoretical instruction of the three weeks of class study.

Each apprentice for a period of about six months receives in this way daily practice work which is carefully supervised and criticised. Usually once a month the apprentice is transferred from one branch to another. At the time of transfer the Branch Librarian submits a full report on the work of the candidate. Each month on receipt of the report, the candidate is frankly informed of the weak points in her work and in cases of decided unfitness is advised to withdraw at once. These reports at the close of the course are considered in assigning the student's rating in practical work.

POSITIONS AND SALARIES. The Library's Scheme of graded service provides for the following positions and salaries:

First grade: Branch Librarians, \$840 to \$1500 per annum.

Second grade: Senior Assistants, \$660 to \$780 per annum.

Third grade: Junior Assistants, \$480 to \$600 per annum.

Fourth grade: Apprentices, no salary.

Promotion from one grade to another is made possible by passing a satisfactory grade examination appropriate to the position to be filled, and also by showing a satisfactory record of library experience.

The library does not guarantee to any apprentice a position in the library service. The rapid growth of the work and the frequent opening of Carnegie Branches gives the candidate who successfully passes the preliminary training, favorable opportunity for appointment.

GRADUATES. Of persons in January, 1907, employed on the staff of the Brooklyn Public Library, some 90 had received their preliminary training through the Library's Apprentice Course. Thirty-three of this number occupied the higher grade positions, twenty-six being in the second grade service, four Branch Librarians and three in charge of Branch Children's rooms. Of the 57 in the third grade service, 40 have been connected with the Library for a period of two years or less.

BOARD. Good board and lodging may be obtained in the city at from \$6.00 to \$10.00 per week.

For further information and the necessary blanks and forms, address

MARY E. MATHEWS,

Department of Branches and Apprentices,

Brooklyn Public Library,

26 Brevoort Place,

Brooklyn, N. Y.

ENTRANCE EXAMINATIONS

SPECIMEN QUESTIONS

Entrance Examination, Apprentice Class.

LITERATURE

1. Name author of 5 of the following:
 - (a) Marmion.
 - (b) Decline and Fall of the Roman Empire.
 - (c) Quo Vadis.
 - (d) Plain Tales from the Hills.
 - (e) Areopagitica.
 - (f) Ethics of the Dust.
 - (g) Nathan the Wise.
2. Characterize briefly 2 of the best books you have read recently.
3. What do 5 of the following words or phrases suggest to you?
 - (a) Aladdin.
 - (b) Wayside Inn.
 - (c) Utopia.
 - (d) Caliban.
 - (e) The Spectator.
 - (f) Nydia.
 - (g) Circe.
4. Write two pages on one of the following subjects:
 - (a) My favorite line of study.
 - (b) My pleasantest vacation.
5. Name author and title of a work of fiction illustrating or describing the following: (Answer 10)
 - (a) Life in New England.
 - (b) Life in the South.
 - (c) English country life.
 - (d) Period of the Crusades.
 - (e) Some period in French history.

- (f) The slavery controversy in America.
(g) Russian life.
(h) Some sociological question.
(i) New York "society."
(j) Period of the American Revolution.
(k) Life in India.
(l) Discussion of some religious question.
6. In what language did 10 of the following write and in what period (approximately) did (or do) the 10 you select live?
- | | | |
|----------------|----------------|--------------|
| (a) Browning. | (e) Goethe. | (j) Tolstoi. |
| (b) Dumas. | (f) Virgil. | (k) Ovid. |
| (c) Homer. | (g) Defoe. | (l) Emerson. |
| (d) Hawthorne. | (h) Cervantes. | (m) Burns. |
| | (i) Boccaccio. | |
7. Give a brief sketch of the life and writings of one of the following:
- John Milton. Samuel Johnson.
Henry W. Longfellow.
8. Name author and title of 5 well-known short poems.
9. To what class of literature do the principal works of 5 of the following belong?
- | | |
|-------------|-------------------------|
| (a) Motley. | (e) Mark Twain. |
| (b) Lamb. | (f) H. M. Stanley. |
| (c) Aesop. | (g) F. Marion Crawford. |
| (d) Lowell. | (h) John Bunyan. |
10. Give author and title of 5 works written in any other language than English, not mentioning any used in answering other questions on this paper.

GENERAL INFORMATION

1. Give approximate dates of some important event in English history, giving a brief sketch of the event and mentioning important names connected with it.

2. What do 5 of the following suggest to you?

- (a) Bethlehem.
- (b) The Sphinx.
- (c) Peking.
- (d) Scylla and Charybdis.
- (e) Marco Polo.
- (f) Hans Holbein.
- (g) Pompeii.
- (h) The Northwest passage.

3-4. Write not less than two pages on one of the following subjects:

- (a) Why we study history.
- (b) The century in which I am most interested.
- (c) The life and work of my favorite character in history.

5. Tell why 5 of the following mean much in history:

- | | |
|---------------|------------------|
| (a) Tours. | (e) Waterloo. |
| (b) Salamis. | (f) Gettysburg. |
| (c) Hastings. | (g) Chalons. |
| (d) Yorktown. | (h) Port Arthur. |

6. Name 10 places in the United States, interesting either on account of their historic importance or natural beauty, which a traveller from abroad would be interested in seeing. Characterize each.

7. For what are 10 of the following noted?

- (a) William Lloyd Garrison.
- (b) Louis XVI of France.
- (c) Thomas Jefferson.
- (d) Philip II of Spain.

- (e) David Livingstone.
- (f) Tetzal.
- (g) Sir Walter Raleigh.
- (h) William II of Germany.
- (i) St. Patrick.
- (j) General Gordon.
- (k) Mohammed.
- (l) William Bradford.
- (m) Nicholas II of Russia.
- (n) Lord Clive.

8. Name 5 of the most important topics under discussion in the newspapers to-day, characterizing each briefly.

9. Mention and characterize a man famous in 5 of the following lines, not repeating answers to any other questions:

- | | |
|----------------|------------------------|
| (a) Explorers. | (e) Artists. |
| (b) Doctors. | (f) Economists. |
| (c) Inventors. | (g) Religious leaders. |
| (d) Musicians. | (h) Architects. |

10. Name 3 expositions held in the United States and tell what each commemorated.